

Guidance for CPVEC Registration – 2009 Season!

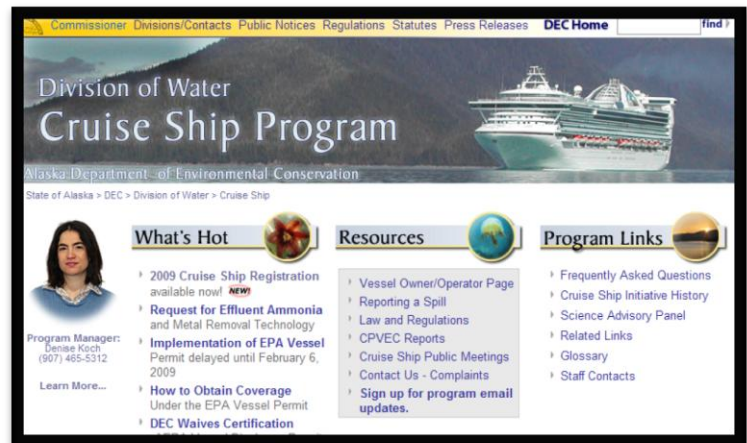
For the 2009 Cruise Ship Season, registration is performed through our online system. This document will assist you in completing the online registration process. If you need further assistance with the online registration process, please contact Amber Bennett at 907-451-2130.

2009 Registration Step by Step Document

1. Go to the Commercial Passenger Vessel Environmental Compliance (CPVEC) Home page

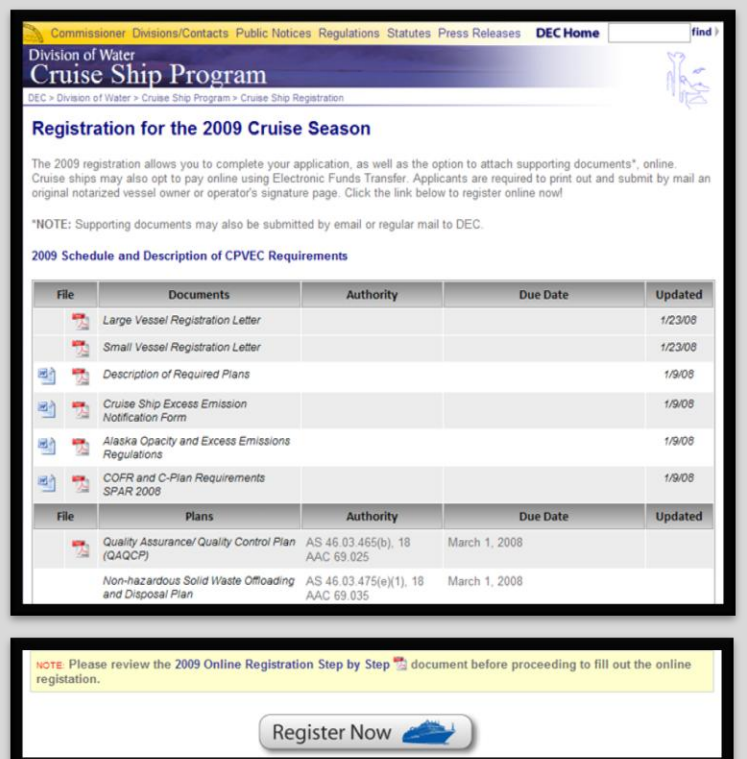
http://www.dec.state.ak.us/water/cruise_ships/index.htm

and select the “2009 Cruise Ship Registration” link under “What’s Hot”



2. Please review the documents and attachments on this page. Be sure to note the dates various items are due.

When ready to begin the online registration process, click on the “Register Now” button.



3

Online registration requires a **myAlaska** account with a username and password.

If you already have a myAlaska account, enter your username and password and click the **Login** button. **Skip down to step 8.**

To obtain a myAlaska username and password, select the “**Enroll at myAlaska**” link. You only need to do this once!

Department of Environmental Conservation
Water Online Application System

[State of Alaska](#) > [DEC](#) > [Online Services](#) > [Water Online Application System](#)

Login with your myAlaska account to apply online:

Username

Password

[Forgot your username?](#)
[Forgot your password?](#)

Welcome to DEC's Water Online application through this system. To enter the Online Application apply for permits.

If this is your first time visiting the enroll at myAlaska.

Please direct questions to [OPA](#) 907-465-5307

4

Fill in the User ID, password, “secret question and answer,” and email address for your username account. After reviewing the user agreement, check the “**I Accept the User Agreement**” box and select the “**Send Email Confirmation**” button.

Sign up for a **new account:**

Username [username tips](#)

Password (six character minimum) [password tips](#)

Password (again)

Secret Question [what is this?](#)

Answer

E-Mail Address [why is this required?](#)

E-Mail Address (again)

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for

☒ Accept the User Agreement

5

Close the internet browser window and check the email account you entered in Step 5.



If you cannot locate the email in your inbox, please be sure to check your junk mail folder.

6

Open the email and select the hyperlink in the email, which takes you to the password confirmation page. Enter your password again on this page, and select the **“Click Here to Continue”** button.

A screenshot of a web page titled 'confirm enrollment:' in blue. Below it, the heading 'Welcome cruiseuser' is in bold. The text says: 'Your arrival at this page has confirmed your email address. Enter your password again to continue the myAlaska registration process.' There is a 'Password' label followed by a text input field with dots. Below that, a paragraph states: 'Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!'. At the bottom is a blue button labeled 'Click Here to Continue'.

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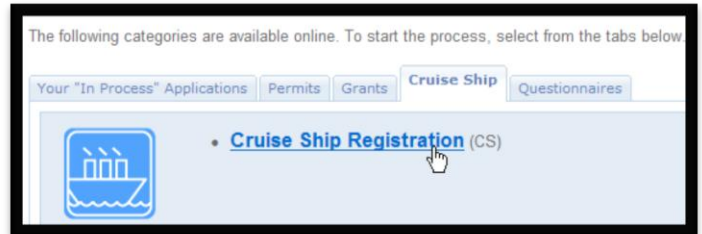
Read the privacy agreement, check the **Accept** check box, and select Continue.

A screenshot of a web page titled 'Privacy Agreement: DEC'. It contains a scrollable text area with the following text: 'By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Alaska Department of Environmental Conservation.' Below the text area is a checkbox labeled 'I Accept the Privacy Agreement' which is checked. At the bottom is a button labeled 'Continue ->'. There are up and down arrow icons on the right side of the text area.

8

You will arrive at the Online Application system, ready to fill in the application!

Select the **“Cruise Ship”** tab from the available categories. Once on the Cruise Ship tab, click on the **“Cruise Ship Registration”** link.



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Step 1 of the application asks a series of questions regarding the name of the cruise ship and the number of passengers and voyages for the 2009 cruise season.

Fill out the information on this page as completely as possible.

TIP:

Questions with a Star (*) next to them are required.

TIP: When finished with a step, go to the next page by selecting the “Next” button in the lower right corner.

TIP:

At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit “next”.

Step 1 Facility Information

Purpose

Use the following form to enter information about your cruise ship. The ballot initiative that was passed in August requires DEC to charge a fee for vessels with more than 250 total berths. This fee is determined by the number of berths, the number of voyages, and a flat fee. All fields with an accompanying red star must be filled out before you may continue.

* indicates required field

Tracking #: 2007CS0021 Facility: My Vessel Type: Cruise Ship Registration

Vessel Name * My Vessel

Call Sign *

Port of Registry * Alaska

Number of Voyages * 12

Total Passenger Capacity based on berths (for Ocean Ranger fee) * 2500

Vessel Size * 2500-2999 passengers (\$2750)

Overview Next

TIP: You can also select the “Overview” button at the bottom of any page to review your information and to edit previously entered information.

NOTE: Changes are not saved to the current page until you hit “next”.

Step 5 Comments and Descriptions

Purpose

This step will allow you to enter any additional or important information about your application.

* indicates required field

Tracking #: 2007CS0021 Facility: My Vessel Type: Cruise Ship Registration

Application Comments and Descriptions

These are additional comments...

Please enter any comments or descriptions that may assist in the processing of your application.

Previous Overview Next

1 **Step 2** allows you to add contacts to your registration. Read the directions carefully on this page and completed the required information.

Contact information is required for the following roles:

Vessel Owner, Alaskan Agent, and Billing Contact.

NOTE: You may make multiple selections for a single contact if they fill more than one role.

Step 2 Contacts

Purpose

This step will allow you to enter contacts that fulfill different roles. All contacts that are marked as required MUST have a contact that fulfills that role.

* indicates required field

Tracking #: 2007CS0021 Facility: My Vessel Name Type: Cruise Ship Registration

Your Application Contacts

Remove Edit Copy

Usage Tips: Use the steps below to enter your contact information. Once the information in the form is complete, click the "Save" button to save the record to the "Your Contacts" list.

1. This Contact is the... You may make multiple selections if this person fills more than one role.

2. Contact Information...

Contact Name: * John Smith

Organization Name: * DEC

Mailing Address: * PO Box

City, State, ZIP: * Juneau AK 99801

Country: * USA

Phone: * (907) 465-

Phone (Cell):

Fax:

e-Mail Address: myEmailAddress@dec.state.ak.us

Web Site: www.dec.state.ak.us/water/cruise_ships/

Clear Save

1

Step 3 asks whether or not your cruise ship will discharge in Alaska waters.

1

If you choose “Yes”, please also answer the next two questions.

Step 3 Receiving Area

Purpose
This step will help determine if additional documentation is needed to complete your file. Please enter all the information in the form below to the best of your knowledge. Upon submission, your receiving area information will be compared to the minimum and maximum values to determine your permitting needs.

Tracking #: 2007CS0021 Facility: My Vessel Name Type: Cruise Ship Registration

Will your Cruise Ship discharge in Alaska waters? ☒ Yes ☐ No

Sampling must be performed using a technique approved by DEC. This vessel will use the technique described in the Quality Assurance/Quality Control Plan (QA/QCP) checked.

Terms and Conditions of Discharge

1

Step 4 gives you the option to submit any required or optional attachments online.

2

Please read the directions carefully on this page.

NOTE: Some attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Step 4 Attachments

Required Attachments*

1. Vessel Specific Sampling Plan
2. Non-Hazardous Waste Removal Plan
3. Hazardous Waste Removal Plan

***Please Note:** Above attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the DEC Juneau office.

1

Step 5 will allow you to enter any additional or important information about your application.

3

Step 5 Comments and Descriptions

Purpose
This step will allow you to enter any additional or important information about your application.

Tracking #: 2007CS0021 Facility: My Vessel Name Type: Cruise Ship Registration

Application Comments and Descriptions

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The “**Application Overview**” page (Step 6) gives you an opportunity to review what you have entered so far as well as edit any information inputted so far.

To change any information in a section, select the edit button that corresponds to that section.

Application Overview

Purpose

Please review the information you have entered in your application form. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

Tasks:

- 1. Complete Application Form
- 2. Sign This Application
- 3. Pay Application Fees (\$72,600)

Environmental Compliance Fee: \$15,000
Ocean Ranger Fee: \$57,600

Usage Tips:
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before your application may be processed by DEC.

Your Current Application:

Tracking #:	Facility:	Type:
2007CS0021	My Vessel	Cruise Ship Registration

Facility Information Edit

Details
Vessel Name: My Vessel
Call Sign:
Port of Registry: Juneau, Alaska
Number of Voyages: 12
Total Passenger Capacity based on berths (for Ocean Ranger fee): 1200
Vessel Size: 1000-1499 passengers (\$1250)

Contacts Edit

Details
Vessel Owner, Alaskan Agent, Billing Contact
Name: John Smith
Organization: Vessel Company
Address: PO Box 000000
City: Juneau
State: AK

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After all information is entered, you will need to sign and pay for the registration. A check will appear next to task “1. Complete Application Form” if the application is complete and ready to be signed and/or paid.

To go the **Sign and Pay** page, select either the “**Sign This Application**” or “**Pay Application Fees**” link under tasks on the Application Overview page. You can also click on the “**Continue**” button at the bottom of the page.

Application Overview

Purpose

Please review the information you have entered in your application form. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

Tasks:

- 1. Complete Application Form
- 2. Sign This Application
- 3. Pay Application Fees (\$72,600)

Environmental Compliance Fee: \$15,000
Ocean Ranger Fee: \$57,600

Comments and Descriptions, Details Edit

Application Comments and Descriptions

These are additional comments...

[Home](#) [Continue](#)

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The “**Final Steps**” page gives you the following options:

1. Print, Sign and submit a Hard-Copy signature Page
2. Pay for this Application
3. Invite another party to Sign and/or Pay for this Application

Signing

Select either the “**Print, Sign ...**” option; or, if another party such as the vessel owner will sign and/or pay, select the “**Invite another party ...**” option.

After signing, you will receive a confirmation email.

Final Steps

Purpose


Congratulations! You have completed the form completion phase of this process. However, two important steps remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us or call Natinnee Nipataruedi at 907-465-5158

Current Status: Completed and Not Signed, Not Paid

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!


Tracking #:	2007CS0021	Facility:	My Vessel Name	Type:	Cruise Ship Registration
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I would like to...




Print, Sign and Submit a Hard-Copy Signature Page

Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the DEC office in Juneau. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC.




Pay for this Application

Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.



Invite another party to Sign and/or Pay for this Application


This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.



Print, Sign and Submit a Hard-Copy Signature Page

Use this signature option to print a hard-copy version of the application signature submitted to DEC via traditional mail, fax, or hand delivered to the DEC office in Juneau. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC.

OR



Invite another party to Sign and/or Pay for this Application


This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

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Finally, pay for the application using Electronic Funds transfer by selecting the “**Pay for this Application**” hyperlink.

After paying, you will receive a confirmation email.

NOTE: It is also acceptable to mail a check to DEC.



Pay for this Application

Use this option to pay your application fee(s) through the Payment Center. It's fast, easy and secure.

1
8

Once DEC has received your notarized signature page, we will begin to process your application. Note that once the signature page has been marked as received in the online application system and payment has been received by DEC, the status of your application will change to “Submitted” on your Online Application home page.

From

Permit ID	Type	Facility	Status
2007CS0021	Open Cruise Ship Registration	My Vessel	Completed and Not Signed, Not Paid

To

Permit ID	Type	Facility	Status
2007CS0021	Open Cruise Ship Registration	My Vessel	Submitted

For assistance, please call

Amber Bennett at 907-451-2130, or
Michelle Bonnet at 907-465-5158.